



SHELTON STATE COMMUNITY COLLEGE - SUPPORT STAFF MONTHLY

VOL. 2 NUMBER 1

IMPROVING COMMUNICATION

One comment that seems to be repeated on a regular basis at Shelton State is "boy, there is sure a lack of communication around here." Well, why is there a lack of communication? Are supervisors not expressing or sharing information? Are employees not listening when information is announced?

Current vehicles in place to facilitate communication on campus are newsletters, support staff and faculty organizations, AUDIX, and your division administrator attends a weekly staff meeting and is directed to share certain information with you. Are these lines of communication working? If not, why?

This is your chance to make a difference! If you have a suggestion or recommendation regarding improvement of the lines of communication, lets hear it. Please forward any suggestion or comment to Rick Rogers. Comments should be in writing, and although it is not encouraged, recommendations may be made anonymously.

EMERGENCY LEAVE

The college's Emergency Leave Policy is currently being revised to clarify when an employee may use emergency leave. Employees under salary schedules A, B, C, E, and H are eligible for three emergency leave days a year. The policy states that emergency leave may be granted under specified emergency situations, provided the employee does not have leave available from other leave programs to cover the situation. Specific emergency situations are outlined in the policy.

Copies of the revised policy will be distributed to you soon.

NO EMPLOYEE DIRECTORY

Because of proration, there will not be an update of the Employee Directory, which lists employee's address and phone numbers, for 1991-92.

You are however, encouraged to keep your personal records as up-to-date as possible. Any changes in phone numbers, street address, spouse or dependents records should be sent to Rick Rogers or Betty Hubbert.

SCHOOL CLOSURE DAY

Shelton State will be closed on January 20th in recognition of the Martin Luther King, Jr. holiday.



SHELTON STATE COMMUNITY COLLEGE
Record Series. News Letter
File: EG-1-12-5
Date: 3-28-97

JANUARY 10, 1992

PERSONNEL/PAYROLL FILES

In previous years, payroll information and personnel information were sometimes kept in separate files. The college now maintains one comprehensive Personnel/Payroll file on each employee that is kept in the Payroll Office in the Business Office. All employee information related to personnel, payroll and personnel records are kept on file. If you have information that you would like kept as part of your file, contact Rick Rogers.

BACK TO SCHOOL

Many of our employees attend college (at Shelton State or other institutions) in addition to working full time. As you complete your degree requirements or if you obtain a certificate of achievement, please send a copy to Rick Rogers to be an official part of your personnel file.

JOB BOARD

Two-year colleges in Alabama are required to advertise certain position openings within the college system. In addition, Shelton State is on the mailing list of many college's and universities across the country regarding vacancy notices. As these job announcements are received, they are posted on the "Job Board" on the Skyland Campus near the switchboard, and on the 15th Street Campus in the main building. If you have any questions regarding vacancy notices from other college's, please contact Rick Rogers at ext 2472.

EMPLOYEE PROFILE: THE SHELTON STATE FAMILY

One of the college's hardest working employees is Tommy Taylor in the Admissions Office located on the 15th Street Campus. Tommy joined the college in 1983 as a part-time employee, and started full-time in the Admissions Office in January 1989. Tommy and his wife Cindy have one son, Tommy, III (T. J.) who is 19 months old.

Tommy's hobbies include family activities and spending time out doors. He is extremely excited about recently finishing coursework for his Masters Degree in Counseling from The University of Alabama. Tommy enjoys Shelton State, "because of the relationships' you develop with students. It is a good feeling to watch someone enter Shelton State, obtain a skill or degree and successfully enter the work force."

BASKETBALL SCHEDULE

Our men's and women's basketball teams are off to a good start this winter. All of the Buccaneer's home games are played at Central High School East Campus.

For an enjoyable evening for the entire family plan to come out and support OUT TEAM! Cost for attending games is free! (Season ticket packages are available at reduced rates).

MEN'S SCHEDULE

Saturday - January 11 - TBA - Southern Union

Saturday - January 18 - 7:30 - Wallace/Selma

Monday - January 20 - 8:00pm - Concordia

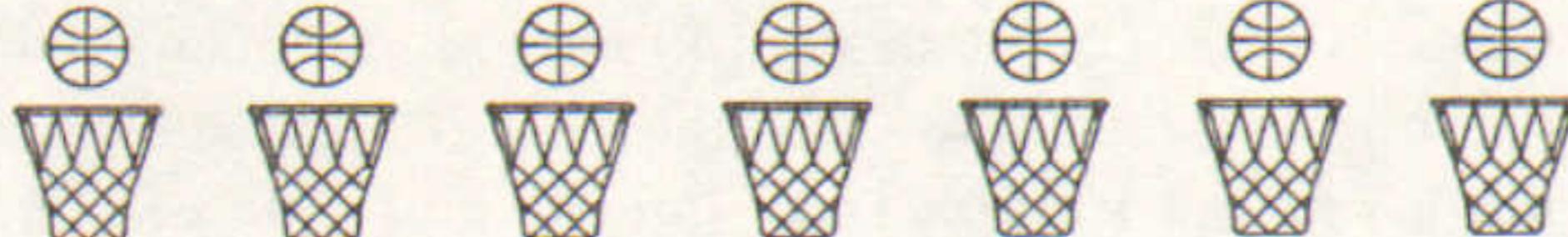
Thursday - January 23 - 8:00pm - Chattahoochee Valley

Saturday - February 1 - 7:30pm - Wallace/Dothan

Monday - February 3 - 8:00pm - Mary Holmes

Saturday - February 8 - 8:00pm - Wallace/Hanceville

Saturday - February 22 - 8:00pm - Lawson State

**WOMEN'S SCHEDULE**

Saturday - January 11 - 5:30pm - Southern Union

Saturday - January 18 - 5:00pm - Lurleen B. Wallace

Monday - January 20 - 6:00pm - John C. Calhoun

Thursday - January 23 - 6:00pm - Chattahoochee Valley

Saturday - February 1 - 5:30pm - Wallace/Dothan

Monday - February 3 - 6:00pm - Mary Holmes

Saturday - February 8 - 6:00pm - Wallace/Hanceville

Saturday - February 22 - 6:00pm - Lawson State

All games listed here are home games.

WATCH OUT!

There have been a rash of thefts the last few months of purses and billfolds being taken from unwatched desks. It is very obvious that the person(s) making these thefts is aware of the comings and goings of Shelton State Employees.

Please take every precaution in storing your valuables. If you have any information regarding the missing purses and billfolds, please contact the security department.

**SIGN OF THE TIMES**

A special note of recognition to Mr. Don Bell for his time in preparing messages on the college's billboards on the Skyland and Fifteenth Street Campuses. This is an important responsibility that sometimes goes unnoticed (unless a word is misspelled!).

If you have a message you would like to be considered for placement on our billboards contact Don Bell.

NEW EMPLOYEES IN 1991

During the period of January thru December, 1991, twenty-one new employees joined the faculty and staff at Shelton State. Once again, welcome aboard to:

Jerry Adams-Automotive Instructor, Andrea Bowden-LPN Instructor, Jim Brown-Electronics Specialist, Paul Brown-Account Clerk, Lynn Donley-Coordinator Fire College, Deborah Fisher-LPN Instructor, Betty Hubbert-Payroll Clerk, Dianne Johnson-Account Clerk, Gil Kibler-Assessment Specialist, Kathy Lancaster-Receiving Clerk, Sonny Logan-Air Conditioning Instructor, Amy Morgan-Success Center, Pat Ochoa-Wellness Center, Wayne Singley-Inventory Clerk, John Speights-Diesel Instructor, Marcia Stock-Biology Instructor, Teresa Stone-Receptionist Fire College, Fran Viselli-Tech/Prep Specialist, Cindy Walker-Secretary Fire College, Andrea Wallace-Chemistry Instructor, Jacqueline Williams-Nursing Instructor

W2 FORMS

The W2 forms are currently being processed in the Business Office. As soon as they are completed, they will be mailed to you.

AUDIX UPDATE

Recently a fascinating new feature has been activated on AUDIX. This feature will allow outside calls coming to the switchboard to be handled by AUDIX. The only time the operator will have to intervene will be at the request of the caller.

When the caller dials the 759-1541 number they are greeted by a recording of Sandra Day. This recording will tell the caller that they can enter the extension of the person they are calling or wait for the operator. The recording will also tell the caller to press "3" if they need the Admissions Office, "4" if they need the Counseling Office, "5" if they need the Financial Aid Office, or "6" if they need the Business Office.

This feature of the schools phone system should eliminate a large majority of the call going to the switchboard.

